

AGR VACANCY ANNOUNCEMENT

ARIZONA AIR NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

PHONE (602) 267-2783; DSN 853-2783; FAX (602) 267-2782

WEBSITE: www.az.ngb.army.mil/hro

ANNOUNCEMENT NUMBER: 03-223A

DATE: 29 JUL 2003

CLOSING DATE: 19 AUG 2003

POSITION TITLE, SERIES, GRADE, POSITION NUMBER AND MAXIMUM AUTHORIZED MILITARY GRADE:

Administrative Support Clerk, GS-0303-05, TC80288000/ TBD

APPOINTMENT FACTORS: OFFICER () ENLISTED (X)

LOCATION OF POSITION:

162nd FIGHTER WING, TUCSON, ARIZONA

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is **open to current members of the 162nd Fighter Wing, Tucson, Arizona National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement.

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

NOTE: This announcement is being concurrently announced with Technician Announcement #03-223T.

NOTE: This position is subject to rotating or night shift work.

NATIONAL GUARD REQUIREMENTS:

1. If selected, you must be in compliance with physical fitness, height, weight, and body fat measurement standards. You must have completed a medical examination in accordance with AFI 48-123 within the 18 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program.
2. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
3. If selected for an AGR tour, you must, at the time of entry on active duty, have sufficient retainability to complete 20 years of active Federal service before your mandatory separation date (MSD) for officers, or age 60 for enlisted members. In addition, you must be able to serve at least five consecutive years in the AGR program prior to your eligibility for military non-disability retirement or retainer pay.
4. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

POSITION COMPATIBILITY REQUIREMENTS:

Once the selection is made, the individual(s) must be a member of the Arizona (AIR) National Guard (162ND FW), qualify for and be placed in the following compatible AFSC/MOS/AOC: 3SOX1, 3AOXX

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R or a self generated form that clearly justifies each KSA.

1. Knowledge of and ability to operate various types of office equipment and computer systems to produce products, prepare forms, and prepare correspondence and other documents.
2. Ability to establish and maintain administrative files.
3. Ability to establish suspense control system for incoming and outgoing correspondence, and other administrative actions.
4. Knowledge of administrative policies, procedures, preparation of correspondence and files maintenance.
5. Ability to plan, organize work, determine methods and techniques required to achieve goals.
6. Ability to provide technical assistance.
7. Skill in interpersonal relations.
8. Ability to communicate effectively both orally and in writing.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (Specialized Experience) may apply. **Individuals applying for AGR positions must submit a NGB Form 34-1 (AGR Application) and AZ Form 34-1 (Arizona AGR Application Supplement).** Applicants may submit a résumé detailing military and civilian experience limited to either paid or nonpaid experience directly related to this position. Listed experience must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant EEO Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications will not receive an adequate evaluation by the Selection Panel if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). For further information call 267-2783/ 2960/ 2789 or DSN 853-2783/2960/2789. **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE.**

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate in their application package how they meet the requirements listed below in the Specialized Experience area. **Failure to address and justify the Specialized Experience Requirements in your application package will cause you to be considered unqualified for this position.**

SPECIALIZED EXPERIENCE: Must have 6 months experience in military career fields in administration or personnel. Experience requirement may be met by a combination of experience from these two career fields. Closely related civilian and military experience may be substituted for all or part of the requirement.

BRIEF JOB DESCRIPTION: This position is located in the Quality Assurance Office, providing a variety of administrative support. These functional responsibilities may include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; receipt, storage and control of sensitive information; on the job training programs. Monitoring correspondence, Wing/Group Instructions for suspense and annotating time and attendance within the appropriate database will be required.

SELECTING SUPERVISOR: CMSgt Richard G. Bonner